



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

August 27, 2014

Lynda Eigenberger  
760 Levi St.  
Dubuque, IA 52001

Dear Child Care Provider,

This letter is in regards to the 8/27/14 compliance check of your Level C1, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- ☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.
- ☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children. **The one in the basement play area needs tweezers.**
- ☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. **You need a sign by the basement door going to garage.**
- ☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas. **You need to add an address for evacuation, if you need to leave area.**
- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
- ☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **You need to get rabies updated and statement on endo and ecto parasites. You may contact CCRR for the new form that has everything on it that is legally required for the vet to complete.**
- ☐ 110.5(1)v The provider has written policies about responding to health-related emergencies. **You need to add a statement to your policy.**
- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **Doug needs a physical and Immunization records. If the new forms are used, that will be one document.**
- ☐ 110.5(8) Children's Files. **I am attaching a copy of the form I used so you have the children's name and what is needed.**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.10(3)c Has a minimum of two direct exits to the outside from the main floor. **You agreed to complete an exception to policy to determine if your garage door can be used for an exit in the basement play area.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 10/1/14.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: 10/1/14**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS, if you have any questions regarding this letter.

Sincerely,

*Glenda Currier*

Glenda Currier, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

***MACHELLE PEZLEY***

Machelle Pezley  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral.

For Dubuque County: CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001

563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: [cherie.kennedy@episervice.org](mailto:cherie.kennedy@episervice.org) Child Care Consultant, CCRR

Kacey Wiest: [kacey.wiest@episervice.org](mailto:kacey.wiest@episervice.org) Child Care Consultant, CCRR

Tara Roddick: [tara.roddick@episervice.org](mailto:tara.roddick@episervice.org) Child Care Consultant/Supervisor, CCRR

Stephanie VanGroll: [Stephanie.vangroll@episervice.org](mailto:Stephanie.vangroll@episervice.org) Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195 [mmcmahon@cityofdubuque.org](mailto:mmcmahon@cityofdubuque.org) Dubuque Fire Department

For Jackson & Clinton County: CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220, Fax: 563-243-7331

Kathy Richmond, [krichmond@iacommunityaction.org](mailto:krichmond@iacommunityaction.org) Child Care Consultant, CCRR

Jeffrey Chapman, Safety Director: 563/242-0126 [jchapman@clintonfd.us](mailto:jchapman@clintonfd.us) Clinton Fire Department

For Scott County: CCRR, 500 E 59th St, Davenport, IA 52807

563-324-3236, 563/324-3239 ext. 1421 Long distance: 866-324-3236

Lisa Hilsenbeck, [lhilsenbeck@iacommunityaction.org](mailto:lhilsenbeck@iacommunityaction.org) Child Care Consultant Supervisor

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).